

# THE JOURNAL OF OCCUPATIONAL HEALTH AND SAFETY — AUSTRALIA AND NEW ZEALAND

## INSTRUCTIONS FOR AUTHORS

Contributions to the following sections of the journal are welcome:

- ◆ major articles based on original research
- ◆ OHS in brief articles
- ◆ research reports
- ◆ editorials
- ◆ noticeboard
- ◆ letters to the editor
- ◆ conferences, seminars and short courses
- ◆ book, video and software reviews.

All articles, research reports and editorials are submitted for expert peer-review (with authors and referees remaining anonymous).

### ***Where to send your contribution***

Manuscripts should preferably be submitted online (send to [dpowell@cch.com.au](mailto:dpowell@cch.com.au)).

Alternatively, manuscripts may be mailed to:

The Managing Editor  
The Journal of Occupational Health and Safety — Australia and  
New Zealand  
CCH Australia Limited  
GPO Box 4072, Sydney  
NSW 2001, Australia

Contributions can be discussed with the Managing Editor at CCH Australia Limited (phone (02) 9857 1845, email [dpowell@cch.com.au](mailto:dpowell@cch.com.au), or fax (02) 9857 1605).

### ***Peer-review process***

All manuscripts are submitted for expert peer review. The journal uses a double-blind peer-review system, with two to three referees (members of the Editorial Committee and/or external consultants) independently evaluating all manuscripts. The referees will make suggestions as to acceptance, revision or rejection of manuscripts.

In certain cases, specialist peer reviewers (such as statisticians) will be used, for example, for review of study design features, conduct of the study, presentation of data, statistical analysis, or conclusions.

If the referees indicate that a manuscript should be revised, authors will be requested to revise the manuscript along the lines indicated by the referees. Occasionally, resubmitted manuscripts may undergo further peer review. Once revisions are completed and approved by the Managing Editor, the corresponding author is notified that an article has been accepted for publication.

Rejected manuscripts will not be returned to authors.

## PREPARING MANUSCRIPTS

Authors should note:

- ◆ all contributions must be original work;
- ◆ all manuscripts are submitted to an editorial committee for an acceptance decision. Anonymity is preserved between authors and referees during the peer-review process;
- ◆ assignment of copyright to CCH Australia Limited will be requested on acceptance of articles; and
- ◆ due to the large number of manuscripts received for consideration, their publication may take at least nine to 12 months following acceptance.

### WHAT YOUR CONTRIBUTION SHOULD CONTAIN

#### *Major articles*

Major articles should be arranged as follows:

- ◆ title;
- ◆ author/s;
- ◆ biographical details of author/s — details to include academic/professional qualifications and institutional affiliations;
- ◆ a postal address and an email address for correspondence;
- ◆ disclaimer, if required. This is appropriate where a contribution reflects the personal views of the author/s and not those of their employer. Appropriate wording could be: “The views expressed in this article are those of the author and are not necessarily those of [insert employer]”;
- ◆ attribution, if required. This is appropriate where the contribution is a reprint of a summary of a paper previously presented at a conference;
- ◆ abstract — a concise summary of the content of the article. Length to be no more than 150 words;
- ◆ keywords — no more than five to be provided;
- ◆ text of article — ideally, length should not exceed 3,500 words. Contact the Managing Editor for guidance if the article exceeds this limit;
- ◆ articles should include an introduction, methods, results, discussion, conclusion and references (in the approved format). The text may include statistical tables, figures, diagrams and photographs;
- ◆ acknowledgment — this should be brief and only acknowledge persons who have made substantial contributions to the article. Authors are responsible for obtaining written permission from everyone acknowledged by name as readers may infer their endorsement of the data or conclusions; and
- ◆ references should be included to substantiate assertions made in the text.

(See also the “How your contribution should be submitted” section below.)

#### *OHS in brief articles*

OHS in brief articles are short articles and do not contain abstracts or keywords. Photographs or diagrams can, however, be included.

The OHS in brief article should be arranged as follows:

- ◆ title;
- ◆ author/s;
- ◆ biographical details of author/s (see notes on major articles above);
- ◆ a postal address and an email address for correspondence;
- ◆ disclaimer, if required (see notes on major articles above);
- ◆ attribution, if required (see notes on major articles above);
- ◆ text of article — length should not exceed 2,000 words and should include an introduction, methods, results, discussion, conclusion and references (in the approved format);
- ◆ acknowledgment (see notes on major articles above); and
- ◆ references (see notes on major articles above).

### ***Research reports***

Research reports should alert our readers to current OHS research projects as a contribution to the dissemination of useful OHS information. All major researchers should be included. If the research project has been conducted as part of the requirements towards a university award for a bachelor degree (honours) or higher degree, notification from the academic supervisor (if not an author) should accompany the manuscript.

Reports should be arranged as follows:

- ◆ title;
- ◆ author/s;
- ◆ brief biographical note supporting author's/s' academic or current employment status;
- ◆ a postal address and an email address for correspondence;
- ◆ text of report — ideally, length should not exceed 2,000 words. The report should outline a problem, ways in which the problem was investigated, and the findings of the project with their significance; and
- ◆ references (see notes on major articles above).

### ***Editorials***

The journal welcomes offers of editorials that are relevant to OHS. The best editorials are those focused on an issue of current interest that will stimulate thought and debate on the subject and interest in the journal.

Please contact the Managing Editor in advance if you are interested in contributing an editorial so that the subject can be agreed on. The following are guidelines only:

- ◆ editorials are normally about 1,500 to 2,000 words long and may include references;
- ◆ editorials should be of interest to a large number of the journal's readers and of current relevance; and
- ◆ an editorial gives the writer the opportunity express his or her own views. These need not be those of the journal or the publisher.

### ***Noticeboard***

Noticeboard contains short items of interest on all aspects of OHS. The Managing Editor welcomes newsworthy material which could be used in Noticeboard.

### ***Letters to the Editor***

The Managing Editor welcomes letters to the journal. Comments on current issues related to OHS ensure interest for readers and can provide an extended perspective on the journal's objective. Where comment is made on an article published in the journal, a copy will be forwarded to the author(s) of that article to give an opportunity of right of reply. Responses should be brief and should not exceed 300 words.

### ***Conferences, seminars and short courses***

A selection of forthcoming OHS-related conferences, etc, are notified in the journal. Details supplied for publication should include date, venue, contact details and a list of the main topics.

### ***Book, video and software reviews***

The journal welcomes suggestions on books, videos and software products suitable for review. Reviews should not exceed 500 words. Book reviews should include the name, address and telephone number of the publisher and supplier, date of publication, recommended retail price and ISBN/ISSN number. Video reviews should include duration of video, producer, date and details of supplier. Software reviews should include date and details of supplier.

## HOW YOUR CONTRIBUTION SHOULD BE SUBMITTED

The Managing Editor will acknowledge in writing all material submitted for publication.

PLEASE NOTE: THE JOURNAL CANNOT BE RESPONSIBLE FOR LOSS OF MANUSCRIPTS.

All manuscripts received are considered for publication. Authors should email their submission to the Managing Editor at [dpowell@cch.com.au](mailto:dpowell@cch.com.au). (It is good practice for the authors to retain their own copy of the manuscript.)

Authors are asked to submit with their manuscript the names and addresses of three people who they consider would be suitable independent reviewers. They will not necessarily be approached to review the manuscript.

### ***Presentation***

All contributions (including the abstract and references) should be typed double-spaced, using only one side of the paper. The pages should be numbered.

The first page is the title page. It should include:

- ◆ the title of the manuscript (see below for more information);
- ◆ the full names of all authors;
- ◆ relevant academic/professional qualifications and institutional affiliations of all authors;
- ◆ the postal address, telephone and fax numbers, and email address of the corresponding author. When there is joint authorship, it will be assumed that the first-named author is the corresponding author unless otherwise stated; and
- ◆ a short title for use in running heads.

The title page will be removed when the manuscript is sent for (blind) peer review. Authors are asked to make sure that no clues as to their identity are given elsewhere in the manuscript. For instance, authors' names should not be marked on figures.

Page two of the manuscript should repeat the full title, and include an abstract (see below for more information) and up to five keywords.

The body of the manuscript begins on page 3. The manuscript should be clearly divided into sections using concise headings, for example, Introduction, Methods, Results, Discussion, Conclusion and References.

Figures and tables should be supplied on separate sheets, and placed at the end of the manuscript.

### ***Titles***

All manuscript titles should be concise and informative, and not more than **64 characters** long (excluding spaces). Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

### ***Abstracts***

A concise, factual and unstructured abstract is required (maximum length 150 words). The abstract should briefly state the background for the study, purpose of the study, methodology (if relevant), main findings and principal conclusions. Abstracts should not contain references.

An abstract is often the only substantive part of the article that is indexed, and the only part that many readers read, so it should reflect the content of the article accurately.

### **Keywords**

Three to five keywords should be provided. Keywords should express the main themes of the article as they are used for indexing purposes.

### **Headings**

No more than four levels of headings and subheadings should be used. The journal uses the following levels:

- ◆ **bold, underlined**
- ◆ **bold**
- ◆ ***bold italics***
- ◆ *italics.*

Do not run text on from bold or bold italic headings. Repeat the wording of the heading if required.

### **Language**

Manuscripts should be written in clear, simple English. Vague unsubstantiated statements, jargon, unnecessary use of acronyms, sexist or racist language and words not defined in dictionaries should be avoided.

### **Spelling**

Spelling should follow the latest edition of *The Macquarie Dictionary*. Hyphenation, capitalisation, punctuation and use of acronyms should be consistent throughout. Abbreviations and acronyms are acceptable in text. They should be written in full when first mentioned or when they begin a sentence. Do not use the ampersand symbol (&) as a substitute for "and" in text or tables.

### **Measurements**

All units of measurement should be expressed in the SI System (Système International d'Unités). If the use of other units is considered to be necessary (for example, for ease of comparison), the SI equivalent should also be provided in parentheses. A space should be inserted between the number and the unit, except for °, ' and %.

### **Figures**

All figures (line drawings, graphs, charts, diagrams and photographs) should be suitable for easy reproduction. Photographs should be submitted as good quality, glossy black and white prints (alternatively, images can be supplied as high-resolution .jpg files). No shading or colours should be used in figures. Figures will not be re-drawn.

It is important that the lettering in figures is of a size that will remain legible if the original needs to be reduced. All figures should be to the same scale in order to ensure uniformity throughout the article, unless it is desired that a particular figure take prominence.

To assist in the consideration of the effect of reduction of artwork, the journal's page dimensions are as follows:

- ◆ full page width: 144 mm
- ◆ column width: 68 mm
- ◆ full page depth: 195 mm.

Figures should be referred to in the text and should be cited in numerical order. Their approximate position in the final, printed text should be clearly indicated. Appropriate legends and captions should accompany each figure. The axes of graphs should be clearly labelled and all abbreviations explained.

Do not embed figures within the text. They should be inserted at the end of the article. Adobe Illustrator (.ai) is the vector graphics program which is most compatible with CCH's production processing of figures.

### ***Tables***

Tables are used to show data which are not able to be easily included in the body of the text. However, remember that too many tables may obscure the main points of the article and it is advisable to keep the number and size of tables to a minimum. On the other hand, data from short, simple tables could easily be incorporated into the text.

Type each table on a separate sheet and number consecutively. Each table should have a short descriptive title which makes the table self-explanatory. All non-standard abbreviations and units of measurement used should be explained in a footnote to each table. Absolute numbers should be given percentages in parentheses. Cite each table in the text in numerical order and indicate its approximate position within the text.

Do not use shading in tables and do not embed tables in the text. Insert them at the end of the article. Use an en dash (–) in tables to indicate data that are not available.

### ***Statistical data***

A statistician will referee manuscripts presenting quantitative data. The aim of the statistical refereeing is to ensure that data are presented clearly and that their analysis is true and fair. Do not report data with unwarranted precision. In most cases, statistics should be given to no more than two decimal places. Except in unusual circumstances, percentages should be rounded to whole numbers. Please take note of the following important questions when presenting your data:

- ◆ Is the reason for undertaking the study scientifically sound, and is the aim of the study clearly formulated?
- ◆ Are the methods and material adequately described and are they suitable for elucidation of the problem being studied?
- ◆ Was the inclusion or exclusion of participants or workers based on well-defined and well-described criteria, and has proper attention been paid to the representatives of the sample examined?
- ◆ If the study makes use of controls, were they randomly allocated to the groups compared?
- ◆ Is the choice of statistical methods well founded, and are the methods adequately described and followed?
- ◆ Is the essence of the study clearly presented, with emphasis on its originality or innovative character?
- ◆ Are the results presented in a way which allows the reader to verify the conclusions?
- ◆ Are the conclusions in harmony with the presented results?
- ◆ Will the reader consider that the article answers the author's/s' initial question?

### **References**

References should be cited chronologically in the text by superior numbers (placed after the punctuation). Number references consecutively in the order in which they are first mentioned (based on the Vancouver system).

If a referenced publication has six or fewer authors, all of the authors should be listed. If there are more than six, list the first three authors and add "et al".

**The accuracy of references is the author's/s' responsibility.** Check each reference in the manuscript and again in the final edited version of the manuscript which is sent by CCH to the author.

Authors are responsible for ensuring that their words do not infringe copyright.

References to books should include authors' surnames and initials, full title, place of publication, full name of publisher and date of publication.

References to journal articles should include authors' surnames and initials, full title of article, full title of journal (or its official abbreviation), date of publication, volume number, issue number and page span.

**Books.** An example of the correct method of citing a book is as follows:

1. Hopkins, A. *Lessons from Longford*. Sydney: CCH Australia Limited, 2000, p 149.

Some variations of the standard citation given in the example above are as follows:

#### *Editor as author*

1. McGrath, JE (ed). *Social and psychological factors in stress*. New York: Holt/Reinhart/Winston, 1970.

#### *Book chapter*

1. Macaskill, P and Driscoll, T. National occupational injury statistics: what can the data tell us? In Feyer, A-M and Williamson, A (eds). *Occupational injury: risk, prevention and intervention*. London: Taylor and Francis, 1998, pp 5-14.

### *Books in press*

Books cited which are in the process of being published should be indicated by placing the words "in press" in parentheses after the year of publication, as follows:

1. Chandler, J, Berg, E and Barry, J. Workplace stress in the UK: contextualising difference. In Peterson, CL (ed). *Work stress: content and context*. Amityville: Baywood, 2003 (in press).

**Journal article.** An example of the correct method of citing a journal article is as follows:

1. Lowery, JT et al. Analysis of construction industry burden by type of work. *Am J Ind Med* 2000, 37(4): 390-399.

Some periodicals combine aspects of both books and journals.

### *Example*

1. ACTU-VTHC Occupational Health and Safety Unit. ACTU health and safety policy: screen-based equipment. *Health and Safety Bulletin*, March 1983, no 26.

**Conference proceedings.** An example of the correct method of citing conference proceedings is as follows:

1. Wakula, J and Wimmel, F. *Ergonomic and medical analysis of plasterwork: a basis for ergonomic redesign*. In the proceedings of the Second International Conference of the CIB Working Commission, W99: Implementation of Safety and Health on Construction Sites, Honolulu, Hawaii, 24-27 March 1999, pp 365-372.

**Parliamentary speeches.** An example of the correct method of citing parliamentary speeches is as follows:

1. New South Wales Legislative Council and Legislative Assembly Parliamentary Debates (Hansard), 2 November 1984. New South Wales Government Printer, p 187 per Mr Sheahan (Legislative Assembly).

**Official reports.** An example of the correct method of citing official reports is as follows:

1. Interim National Occupational Health and Safety Commission. *Report May 1984*. Canberra: Australian Government Publishing Service, 1984.

**Legislation.** An example of the correct method of citing legislation is as follows:

1. *Occupational Health and Safety Act 2000* (NSW), section 8(1).

**Cases.** Examples of the correct method of citing cases are as follows:

1. *Judd v Amaca Pty Ltd (No 2)* (2003) 25 NSWCCR 488.

2. *Holland v DJ Holland Pty Ltd (No 2)* unreported, NSWDDT, no 15/90, 2 September 1997.

**Theses and unpublished data and reports.** An example of the correct method of citing theses and unpublished data and reports is as follows:

1. Brooks, B. Culture and claims data: the building blocks for decision support in OHS. Melbourne: Monash University Accident Research Centre (in-progress PhD thesis).
2. Bellamy, D. The influence of workplace health and safety officers' training on the safety performance of Queensland workplaces. Brisbane: Queensland University of Technology, 1998. Masters thesis, p 94.

### **Footnotes**

Footnotes cause production problems and interrupt the flow of the article for the reader. The use of footnotes should be avoided, where possible, by incorporating the material in the text.

### **Quotations**

It is important that quotations are accurate. Authors are responsible for the accuracy of their quotes.

### **Results**

Results should be presented in logical sequence in the text, tables and figures. Do not repeat in the text all of the data given in the tables and figures. Emphasise or summarise only important observations.

### **Computer analyses**

Where results are generated by computer analysis, the software package used must be acknowledged in the text (for example, "results were analysed using the Statistical Package for the Social Sciences"), and referenced (for example, "SPSS Inc. *Statistical package for the social sciences (SPSS) Version 12.0®*. Chicago: SPSS Inc, 2003"). The software should be generally available to other researchers for purposes of checking or attempting to repeat the results.

### **Sources of assistance**

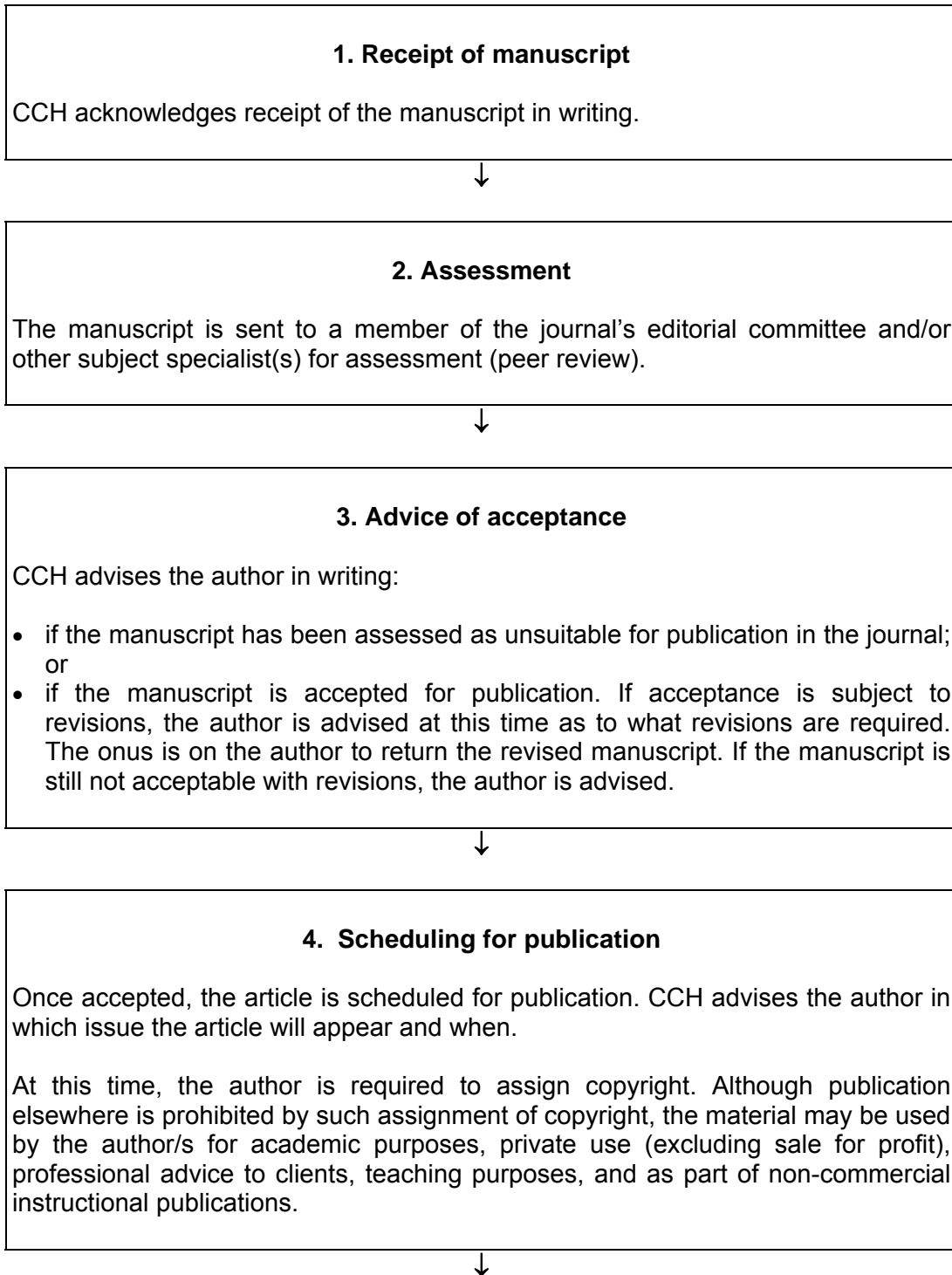
Acknowledgments of financial and material support, and of financial relationships that may be seen as a conflict of interest, must be acknowledged. The article should make it clear who initiated the study and how it arose.

### **Acknowledgments**

Do not acknowledge a long list of people who have helped with your manuscript: only acknowledge people who have made substantial contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name, as readers may infer their endorsement of the data or conclusions.

## THE JOURNAL OF OCCUPATIONAL HEALTH AND SAFETY PUBLISHING PROCESS FOR ARTICLES

The following outlines the typical progress of an article through CCH's editorial process.



## **5. Proofs**

The final edited version of the article will be emailed to the author for checking, accompanied by any queries. At this stage of production, the only additional changes that the author may make are to correct misprints (for example, 0.1 has somehow become 1.0) and errors of fact (for example, a change of address). This is not the time to rewrite or add to the text, and CCH will not undertake the expense of reprocessing unnecessary changes. Proofs must be returned promptly (usually within 3–4 days of receipt). A return date will be specified.



## **6. Printing and distribution of journal**

Final printing takes place. Following publication, two complimentary copies of the issue in which the article appears are sent to the principal author and each co-author.